

**Minutes of the Regular Meeting
of the Board of Library Trustees**
February 4, 2008

TRUSTEES PRESENT: Chair Bob Byrd, Georgina Dinh, Jan Lieberman, Sandra Rich

EXCUSED ABSENCE: Jack Spillane

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF
THE PUBLIC: Roger Ramirez

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Byrd called the meeting of the Board of Library Trustees to order at 7:08 p.m.

Trustee Spillane notified the City Librarian that he would not attend tonight's meeting because of illness. Trustee Lieberman made a motion to excuse Trustee Spillane with a second from Trustee Rich. The motion passed with a unanimous vote.

II. MINUTES OF DECEMBER 3, 2007 MEETING

Chair Byrd asked the board for comments or corrections regarding the minutes for the December 3, 2007 meeting. Following a brief discussion, Trustee Lieberman made a motion to approve the December 3, 2007 minutes as written, with a second from Trustee Rich. The December 3, 2007 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

The City Librarian received an email on 12/12/07 addressed to City boards and commissions, including the Library Board, regarding "No to the Stadium in Santa Clara". Copies were distributed to Board members for information only. There was no other correspondence.

IV. GIFTS

The City Librarian prepared a letter of appreciation to Linda Rivas, library employee who had donated \$1,000 worth of DVD's to the library collection, to be signed by each Library board member. It was signed by Board Members present at the meeting.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Maria Daane, Executive Director of the Library Foundation and Friends, did not attend the meeting.

B. Northside Branch Library

Roger Ramirez, member of the public, made a brief presentation to the Board of Trustees and distributed a report encouraging them to support building the proposed branch library in Live Oak Park at Rivermark. Mr. Ramirez requested that the topic of the Northside Branch Library be placed on the agenda for the next scheduled meeting of the Board of Library Trustees. Chair Byrd thanked Mr. Ramirez for his interest in the Northside Branch Library, and encouraged his involvement in the process.

VI. OLD BUSINESS

A. Technology Updates

The City Librarian reviewed planned technology enhancements for the Board.

1. E-Commerce – online payment of fines and fees will be in place by the end of February 2008.
2. Online Registration – Persons wanting to use the Library's online services will be able to request a temporary library card online. They will still need to get a Library card by presenting required identification and picking up the Library card at the library.
3. Wireless Inventory – The scheduled implementation is Spring 2008. This will enable staff to use an RFID inventory wand to inventory the library collection in real time.

VII. NEW BUSINESS

A. Budget 2008-09

The City Librarian stated that the Library's Capital Improvement Budget (CIP) had been submitted on January 25, 2008.

The City Librarian stated that the City Manager presented her 2008-09 budget message in the third week of January. The 2008 economy is projected to remain essentially flat, while uncertainties still remain. There will be no new programs or services and the 32 frozen staff positions in the City will remain frozen. The State has cut funding to programs such as Transaction Based Reimbursement (TBR) and Public Library Fund (PLF), so less supplemental funding will be received by libraries.

Chair Byrd asked about the status of the library's landscaping project. The City Librarian stated that the agreement had been approved by the City Council and the contractor would start the project within 45 days.

B. Proposed Library Fines and Fees

The City Librarian discussed the annual review of the Library's fines and fees submittal. It will be recommended that changes be made to some of the fines and fees to approach cost recovery in the areas of meeting room reservation fees, interlibrary loan, and collection of delinquent library fines.

Trustee Rich made a motion to accept the recommendation to raise the Library's room use fee and the fee for borrowing materials from other libraries, and to approve the proposed new collection agency fee. Trustee Lieberman seconded the motion. The motion passed with a unanimous vote.

C. Board of Library Trustees Travel Budget

The City Librarian stated that this year's proposed Library Trustees Travel Budget is \$500. Following a brief discussion, Chair Byrd made a motion to accept the proposed Library Trustees Travel Budget of \$500 with a second from Trustee Lieberman. The motion passed with a unanimous vote.

D. CALTAC Workshop Attendance

The City Librarian briefly reviewed the flyer for the upcoming 2008 CALTAC Workshop in Library Leadership to be held on Saturday, March 1, 2008 at the San Mateo Public Library. Board members are to let Hillary Brookshire know if they want to attend and a reservation will be made for them. Trustee Lieberman expressed interest in attending.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – November 2007 and December 2007

The City Librarian reviewed the statistics in the November 2007 and December 2007 Monthly Reports.

B. Personnel

The City Librarian advised the Board of Trustees of the status of staff currently on medical leave, and discussed current vacancies in the library. Recruitment is underway for .5 FTE Reference Librarian.

C. Activities

The City Librarian reported that the online homework help through Brainfuse has been very successful. Eighty percent of the usage is remote. The busiest day is Thursday and the least

busy is Saturday. The busiest times are from 4 to 5 p.m. and from 8 to 9 p.m. There has been a steady increase in the use of sessions. The Foundation and Friends provided the seed money for this service, with the remainder from the California State Library. Trustee Rich asked if the Library was charged a flat rate to provide this service, or if it would increase as usage increased. The City Librarian stated that it will be provided at a flat rate for the next 5 years.

IX. MATTERS OF TRUSTEE INTEREST

None

X. CALENDAR

- . Monday, March 3, 2008, Board of Library Trustees Meeting, Board Room, 7:00 p.m.
- . Friday, March 21, 2008, Spring Holiday – City Holiday – Library Closed
- . Sunday, March 23, 2008, Easter Sunday – Library Closed

XI. ADJOURNMENT

There being no further business, Chair Byrd adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Sandra Rich
Secretary to the Library Board of Trustees

KKS:SR:HB:hb